

	OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF TAXPAYER SERVICES AHMEDABAD ZONAL UNIT CGST & CUSTOMS DEPARTMENT OF REVENUE, MINISTRY OF FINANCE 5th Floor, "I-The Address", Near Sola Bridge, Off S.G. Highway, Ahmedabad-380060 Ph. 079-29700497/Fax 079-29700494 E-mail Id: adg.dgts@gov.in	
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ENO.I(7)/OTH/2/2020-Adm

Dated 05 /04/2021

Notice for calling for quotations for preparation and filing of e-TDS returns & Form 16 / Form 16A

This office invites sealed quotations from experienced and reputed firms for e-TDS preparation and filing and for printing of Form 16 / Form 16A for the period from first quarter of 2021-2022 to fourth quarter of 2021-2022 in the below mentioned prescribed proforma from authorized firm/ Chartered Accountants.

Employees (24Q)*		
Sr. No.	Particulars of Work	Rate (Amount in Rupees) (Rate may be quoted per quarter)
01.	Charges for preparation and filing of quarterly e-TDS return of officers	
02.	Charges for printing of Form 16 / 16 A (in duplicate)	
03.	Charges for NSDL filing fees	
04.	Charges of revision of previous Quarters E-TDS (Correction returns of previous returns)	

* At present salary of only 01 employee is drawn from this Directorate.

Non Employees (26Q) **		
Sr. No.	Particulars of Work	Rate (Amount in Rupees) (Rate may be quoted per quarter)
01.	Charges for preparation and filing of quarterly e-TDS return of supplier of various service	
02.	Charges for printing of Form 16 / 16 A (in duplicate)	
03.	Charges for NSDL filing fees	
04.	Charges of revision of previous Quarters E-TDS (Correction returns of previous returns)	

** At present e-TDS return of 03 Non Employees are drawn i.e. Housekeeping service, Vehicle hiring service and Rent payment.

Interested parties are requested to submit quotation in a sealed cover super scribed as "Quotation for preparation and filing of e-TDS return & Form 16/ Form 16A for DGTS, AZU, Ahmedabad" at the below mentioned address :

"The Additional Director"
5th Floor, "I-The Address", Near Sola Bridge, Off S.G. Highway,
Ahmedabad-380060

Latest by 12.00 Hrs of 26.04.2021

Details of tender can also be accessed on departmental website www.cbic.gov.in. No bid will be entertained received after the stipulated date. The tender document may be downloaded from the website cbec.gov.in.

Terms and Conditions of the work is given in the Annexure-I. This office reserve the right to accept or reject any/all the said quotations without assigning any reasons thereof.



(Deepa A. Shah)
 Additional Assistant Director (DGTS),
 AZU, Ahmedabad.

Copy to : Notice board.

Annexure-I

The parties shall be governed by following terms and conditions :

1. This office doesn't bind itself to accept the lowest quotation and reserves the right to reject any or all the quotations received without assigning any reason whatsoever. Quotations in which any of the particulars and prescribed information are inadequate or incomplete in any respect or the prescribed conditions are not fulfilled, are liable to be rejected.
2. The quotations received after due date shall be summarily rejected and not taken into consideration.
3. Conditional / Unsolicited tenders shall not be considered.
4. The vendor should submit the bill after providing service.
5. No extra payment will be made on or above the rate quoted for the said work.
6. The rates / quotations should be submitted and signed by the firm with its current business address and contact number.
7. Advance payment is not permissible.
8. Payment is to be made depending upon fund available with this office.
9. Bidder should have office in Gujarat.